

## Space Center Houston Program Evaluation Specialist

The mission of Space Center Houston is to inspire all generations through the wonders of space exploration. Our vision is to be the world's leading science and space exploration learning center. Owned and operated by the nonprofit Manned Space Flight Education Foundation, we are the Official Visitor Center of NASA Johnson Space Center. The center features more than 400 space artifacts, hands-on interactive educational exhibits, and robust youth programs interpreting the exciting future and remarkable past of America's human spaceflight program.

We are seeking a full time Program Evaluation Specialist responsible for development of evaluation systems for formal and informal education products, operations and exhibits at Space Center Houston. Responsibilities and qualifications are shown below:

### POSITION RESPONSIBILITIES

- Provide critical support in the development of evaluation systems for formal and informal education products, operations and exhibits at Space Center Houston.
- Facilitate the development and implementation of Monitoring and Evaluation (M&E) framework with an established working group consisting of education, guest operations and exhibits.
- Support the development of a data collection and reporting system to support the M&E framework.
- Provide technical assistance to education, guest operations and exhibits to improve individual program evaluation plans.
- Coordinate and collaborate on program evaluation reports to support development and sponsorship.
- Lead or support staff in drafting analyses and writing reports/papers for internal use or publication
- Serve as a thought partner with colleagues in analyzing and developing solutions to reporting and strategic planning challenges.
- Perform extensive research and analysis through primary and secondary sources.
- Assist in benchmarking efforts with other sites, capturing business intelligence and promote Space Center Houston.
- Other duties and special projects as assigned.

### POSITION QUALIFICATIONS

- Bachelor Degree in Business Administration, Data analytics, Communications, or other related field required.
- Minimum 1 year experience in informal learning evaluation systems and research activities; preferably for a nonprofit museum or science center.
- Demonstrated work experience in designing, planning, organizing, implementing, directing or evaluating data-related projects including, but not limited to, needs assessments, program evaluation, research studies using primary or secondary datasets, data analysis and interpretation, management information systems or data collection and monitoring systems in education-related programs.
- Direct experience working with stakeholders, tracking implementation and quality improvement efforts, and responding to stakeholder questions.
- Experience in project management and group facilitation strongly preferred.
- Ability to effectively plan, design, implement and report on evaluation studies.

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Space Center Houston  
Houston, Texas  
January 15, 2019



- Demonstrated work experience identifying and evaluating scientific literature, synthesize relevant information and make recommendations.
- Strong oral and written communication skills.
- Demonstrated work experience analyzing and interpreting program evaluation data with strong critical thinking skills. Must have the ability to present evaluation and research results clearly and effectively both in writing and through presentations. Ability to effectively organize and synthesize material from diverse sources into comprehensive reports for a variety of audiences. Experience preparing presentation materials and conveying analytical content.
- Demonstrated ability to work independently as well as collaboratively in a team oriented environment.
- Demonstrated desire and ability to work on workforce, education and diversity/inclusion issues specifically within the STEM field.
- Strong knowledge of quantitative/qualitative evaluation methods and analysis techniques.
- Proficient in the use of MS Office Suite products (Word, Excel, and PowerPoint). Database knowledge a plus.

Space Center Houston offers a competitive salary and benefits package.

Space Center Houston is an equal opportunity employer. It has a diverse and inclusive work culture with a creative, fun and collaborative environment.

**To apply:** Email resume to [careers@spacecenter.org](mailto:careers@spacecenter.org). For more information, contact the Human Resources Department at (281) 244-2150 or visit our website at <http://www.spacecenter.org/careers>.

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